



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## PROCUREMENT DOCUMENT

FOR

### RFP - OFMD – GENERATOR FARMS SERVICE AND MAINTENANCE

|                                  |  |   |
|----------------------------------|--|---|
| <b>Reference No.:</b>            | Wits Tender / 2025: 22                                 |   |
| <b>Description:</b>              | OFMD - Generator Farms Service and Maintenance         |   |
| <b>Issue Date:</b>               | 21 July 2025   |   |
| <b>Issued by:</b>                | Operations and Facilities Management Department (OFMD) |   |
| <b>Submission Date and Time:</b> | Date: 11 August 2025                                   | Time: 23h59 (Before Midnight)<br>South Africa Standard Time<br>(SAST) |
| <b>Important Information:</b>    | Non-Compulsory <b>Onsite Briefing Session</b>          | Date: 30 July 2025 @ 12h00<br>South Africa Standard Time<br>(SAST)    |

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## ATTACHMENTS:

| List of Annexures | Description of Annexures           |
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| Annexure A        | Scope of Work                      |
| Annexure B        | Returnable Schedules and Documents |
| Annexure C        | Pricing Schedule                   |
| Annexure D        | Draft Contract                     |

## PART A: TENDER OVERVIEW

### 1 TENDER OUTLINE

#### 1.1 University's Background

The University of the Witwatersrand, Johannesburg (the “**University**”) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services, and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

#### 1.2 Tender Background

The University's Operations and Facilities Management Department (OFMD) invites Tenderers to perform preventative and corrective maintenance of twelve generators in five generator farms across three major campuses as required for 5 years.

#### 1.3 Tender Description

1.3.1 The primary operational objective is to appoint a reputable provider for the servicing, preventative maintenance and corrective maintenance or repairs of generators. In addition, supply, install and support the required mechanical and electrical spares, as described in Annexure A: Scope of Work.

#### 1.4 Procurement Strategy

1.4.1 The University wishes to appoint a single service provider. The University will consider the submissions, maintenance approach, price and B-BBEE to select the service provider.

1.4.2 This is an open, competitive tender process.

1.4.3 No partnership, joint ventures or subcontracting will be permitted.

#### 1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work of servicing, preventative maintenance and corrective maintenance or repairs of generators may be eligible to participate in this Tender.

1.5.2 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission, failure to do so will result in disqualification.

| No. | Procurement Mandatory Criteria   |
|-----|--|
|     | It is compulsory that the Tenderer:  |
| 1.  | provides Schedule 1: Signed Submission which must be signed by a duly authorised representative  |
| 2.  | must provide proof of your legal entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, list of directors, partners, and members.   |
| 3.  | must provide proof of valid SARS Tax Pin   |
| 4.  | if applicable, provide a VAT Registration Certificate. Provide rationale if VAT is not applicable. This will be considered for acceptability.  |
| 5.  | must provide audited company financial statements for the past 3 (three) years, in line with the Companies act.  |
| 6.  | provides (current) Letter of Good Standing from its bankers and/or bank confirmation letter, on the bank's letterhead, dated, stamped, and signed with contact details   |
| 7.  | must provide proof of valid Compensation for Occupational Injuries and Diseases Act (COIDA)  |
| 8.  | provide their insurances — If your insurance does not meet this requirement at minimum, you need to provide a letter of commitment indicating that if you are awarded you will meet the requirement with no impact on the pricing you submitted.<br>Public liability to the value of at minimum R5 million to R10 million; and/or<br>Product liability insurance to the value of at minimum R5 million to R10 million; |

| Functionality (including Technical) Mandatory Criteria |  |
|--|--|
| It is compulsory that the Tenderer:                    |  |
| 9.   | must have a track record for at least 5 (five) years for maintenance of generator farms for commercial and industrial applications. Provide a client list indicating activity for the past five years. This will be assessed for acceptability. The university reserves the right to follow up and verify the information provided.  |
| 10.  | must provide at a minimum of 3 (three) recent relevant local client reference letters where you have maintained generator farms (references must be for commercial and industrial application). One reference must be in the Gauteng region. Reference letters must be associated with contract value of no less than R300 000.00 (excl VAT). References must be within the last five (5) years and will be assessed for acceptability.  |
| 11.  | must have a presence in the Gauteng province to fulfil the requirement as per the scope of work. Provide supporting evidence confirming presence in the Gauteng province, such as lease agreement, utility bill or similar.  |
| 12.  | must have a CIDB grading of 5EP or higher.   |
| 13.  | must be registered with the South African Department of Labour as an electrical contractor.  |
| 14.  | provide at least one OEM letter or certificate indicating that they are authorised to service and maintain the generator(s) as detailed in Scope of Work.  |
| 15.  | have resources that meet the following requirements:<br>a) Professional Engineer Or Professional Technologist registered with ECSA (Mechanical or Electrical). At least 5 years relevant experience in generator farms maintenance is required. Submit CV and certificate and indicate years of relevant experience related to this requirement.<br><br>b) Diesel Mechanic with a minimum 5 years' experience post qualification is required. Bidder to submit trade test information and CV.<br><br>c) Installation Electrician with a minimum of 5 years' experience post registration is required. Copy of the wireman's license and CV to be submitted |
| 16.  | must provide Annexure C: Pricing schedule information.   |

- 1.5.3 The Tenderer's attention is drawn to the pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) to be eligible, failure to do so will result in disqualification.
- 1.5.4 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.
- 1.5.5 Despite the above, the University reserves the right to request additional information (which must be responded to and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

## 1.6 Tender Terms and Conditions

- 1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.  
Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>
- 1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

## PART B: KEY INFORMATION

### 2 TENDER TIMELINE

2.1 The table below lists key events, dates, and periods applicable to this Tender:

| No. | Description   | Date / Period                           |
|-----|---|---|
| 1.  | Invitation to Tender notice release via print media   | 20 July 2025                            |
| 2.  | Publication of Tender available on the University's Procurement website   | 21 July 2025   14h00                    |
| 3.  | <b>NON-COMPULSORY REGISTRATION</b><br><b>Note that any amendments or additional information related to this tender will be made available on the University's website and tender page. Ensure that you check the site on a regular basis for updates.</b>   |   |
| 4.  | <b>Non-Compulsory Onsite Briefing Session</b><br><b>Date and time:</b> 30 July 2025   12h00<br><b>Onsite:</b> Procurement Office, Facilities and Services<br>Building, Braamfontein, West Campus<br>Refer to <a href="http://www.wits.ac.za/about-wits/tenders/">http://www.wits.ac.za/about-wits/tenders/</a> for the directions.<br>Note: it is highly recommended that the person/s that will be working on the submission attend the onsite briefing session. |   |
| 5.  | Submission Date and Time  | 11/08/2025   23h59<br>(Before Midnight) |

2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.3 In accordance with Section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.

### 3 INTENT TO SUBMIT A TENDER SUBMISSION AND COMPULSORY TENDERER REGISTRATION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must submit to the University's Procurement Representative (see section 4) in a single email, on or before the time indicated in section 2.1, the Tenderer's written statement of intention to partake in the Tender.

### 4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and Jay Ramaser (**Procurement Representative**) via e-mail: [jay.ramaser@wits.ac.za](mailto:jay.ramaser@wits.ac.za).

### 5 DEVELOPING YOUR TENDER SUBMISSION

5.1 The Tender Documents set out the step-by-step process and conditions that apply.

5.2 Tenderers should take time to read and understand the Tender Documents, in particular:

5.2.1 the Tender Terms & Conditions,

5.2.2 the Tender Submission protocol (please refer to section 6),

5.2.3 develop a strong understanding of the University's Scope of Work detailed in Annexure A,

5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach,

5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist



Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.

- 5.3 Tenderers are advised to check the number of pages, and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform the parties indicated in section 4 above.
- 5.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be by email to the parties indicated in section 4 above. Please note that additional information supplied to anyone Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

## 6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions:
- 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender. Submission is by Email to the contact persons indicated above.  
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>
- 6.2.2 Tenderers must submit Annexure C: Pricing in an editable - Microsoft Excel file and a .pdf - PDF file.
- 6.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 6.4 For the avoidance of doubt, please note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University.

## PART C: THE EVALUATION PROCESS

### 7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions. It is envisaged that the following core criteria (not complete and in order of preference) will amongst others form the basis of the tender evaluation:
- 7.1.1 The financial offer,
- 7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison,
- 7.1.3 The type of organisation and the number of years in operation in the industry,
- 7.1.4 The track record and experience of the Tenderer,
- 7.1.5 The Tenderer's contactable client references,
- 7.1.6 The competence of the proposed management, project managers and staff of the Tenderer,
- 7.1.7 Accuracy and presentation of the calculations which must be sufficient for comparison purposes,
- 7.1.8 Risk and financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations,
- 7.1.9 Adequate insurance coverage regarding the goods and/or services.
- 7.2 **Evaluation Procedure:**
- 7.2.1 The University may request additional information, clarification, or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission and this information will be requested in writing.
- 7.2.2 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.

7.2.3 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

## 8 EVALUATION CRITERIA

### 8.1 Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)

8.1.1 The University has a defined minimum pre-qualification listed in the table under section 1.5 that must be met by the Tenderer for the University to accept the Tender Submission for evaluation.

8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.

8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 1.5 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;

8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.

8.1.5 Please note that no points are allocated at this stage.

8.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or business units within a group.

### 8.2 Stage 2: Functional including Technical Evaluation

8.2.1 In this stage, the Tenderer must get a minimum of **70%**, to move on to the next stage of evaluation.

8.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria which tenderers should provide supporting information for:

| No.        | Criteria  | Weight                       |
|------------|---|------------------------------|
| <b>1</b>   | <b>Track Record /Experience</b>   | <b>Maximum<br/>25 Points</b> |
| <b>1.1</b> | Must submit evidence of company experience involving the servicing and maintenance of generator farms in the last 5 years. Reference letters should be associated with contract value of no less than R300 000.00 (excl VAT).<br><b>Provide your information for this section in Annexure B Returnable Schedule, Schedule 5A</b>  | <b>25 Points</b>             |
| <b>2.</b>  | <b>Company OEM Certification</b>  | <b>Maximum<br/>20 Points</b> |
| <b>2.1</b> | Must supply all OEM certification(s) stipulating that they are trained and authorised to service the generator(s) as per the Scope of Work. Must at least have one OEM certification/letter in this category to be considered further.<br><b>Provide your information for this section in Annexure B Returnable Schedule, Schedule 5B</b>   | <b>20 Points</b>             |
| <b>3</b>   | <b>Plant and Equipment</b>  | <b>Maximum<br/>15 Points</b> |
| <b>3.1</b> | Must provide proof of the following plant and equipment:<br>a) ownership for two or more vehicles allowing for services to be provided.<br>b) company letter confirming possession of dummy (resistive) loads for generator load testing.<br>c) ownership/access of overhead cranes consisting of lifting, rigging and transporting equipment.<br>d) store management for fast moving spares.<br>A site visit will be conducted to verify the above. If a bidder's submission is inconsistent with the Plant and Equipment verified onsite then the University reserves the right to disqualify the bid.<br><b>Provide your information for this section in Annexure B Returnable Schedule, Schedule 5C</b> | <b>15 Points</b>             |
| <b>4</b>   | <b>Environment Management Plan</b>  | <b>Maximum<br/>10 Points</b> |
| <b>4.1</b> | must submit an environmental management plan that suitably addresses the following:<br>a) noise control measures<br>b) leakage control and protection<br>c) oil and fuel spillage<br>d) waste management (batteries, consumables, recycling, etc.)<br><b>Provide your information for this section in Annexure B Returnable Schedule, Schedule 5D</b>   | <b>10 Points</b>             |
| <b>5</b>   | <b>Quality Management</b>   | <b>Maximum<br/>10 Points</b> |

|     |  |                          |
|-----|--|--------------------------|
| 5.1 | The bidder must provide proof of implementing a quality management system(s), preferably a quality management certification such as ISO 9001:2015. A Quality Management Plan will be deemed acceptable.<br><br><b>Provide your information for this section in Annexure B Returnable Schedule, Schedule 5E</b>   | <b>10 Points</b>         |
| 7   | <b>Proximity to University Location</b>  | <b>Maximum 20 Points</b> |
| 7.1 | This criterion evaluates the proximity of the tenderer's workshop to the University, with the general location being Braamfontein. Points will be allocated based on the distance between the tenderer's address and the University's location within Braamfontein. This assessment ensures that proximity is considered when awarding the tender, taking into account the convenience and accessibility of the tenderer's location in relation to the University. The University may verify the location..<br><br><b>Provide your information for this section in Annexure B Returnable Schedule, Schedule 5F</b> | <b>20 Points</b>         |
|     | <b>Total</b>   | <b>100%</b>              |
|     | <b>Threshold</b>   | <b>70%</b>               |

**8.3 Stage 3: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages**

8.3.1 Tenderers who scored a minimum of **70** points in stage 2 will be considered for stage 3 (final stage).

8.3.2 In this final stage, the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below:

| Price and B-BBEE and Consideration of Previous Stages | Documents Required   | Weighting % |
|---|--|-------------|
| Price   | Annexure C: Pricing to be completed  | 60%         |
| B-BBEE  | Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit sworn in affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928. | 20%         |
| Functionality   | Prorates   | 20%         |
| <b>Total</b>  |  | <b>100%</b> |

**8.3.3 *B-BBEE Score Card***

| B-BBEE Status Level Contributor | Number of Points<br>(20% B-BBEE system) |
|---------------------------------|---|
| Level 1 contributor             | 20                                      |
| Level 2 contributor             | 18                                      |
| Level 3 contributor             | 14                                      |
| Level 4 contributor             | 12                                      |
| Level 5 contributor             | 8                                       |

|   |   |
|---|---|
| Level 6 contributor   | 6 |
| Level 7 contributor   | 4 |
| Level 8 contributor   | 2 |
| Non-Compliant contributor   | 0 |
| <b>Note:</b> Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system. |   |

#### 8.4 Price Points Calculation

A maximum of 60 = X points is allocated for price on the following basis:

$$PS = X \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for the comparative price of Tender Submission under consideration;  
X = Ratio allocated to pricing for scoring purposes;  
Pt = Comparative price of the Tender Submission under consideration; and  
Pmin = Comparative price of the lowest acceptable Tender Submission.

#### 8.5 Other Information

- 8.5.1 All Tenderers will be formally notified (successful or not) after the evaluation process has been completed and are requested not to contact the University in this regard.  
8.5.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

### PART D: SCOPE OF WORK

#### 9 SCOPE OF WORK

- 9.1 The detailed scope of work is attached to the Tender Documents and marked as Annexure A: Scope of Work.  
9.2 Tenderers must carefully review Annexure A: Scope of Work and confirm their ability to meet all the requirements outlined therein before submitting a Tender Submission.  
9.3 The University strictly prohibits any material variation to Annexure A: Scope of Work. This prohibition encompasses but is not limited to changes in the products, services, and service levels specified in the scope of work. Any Tender Submission that deviates materially from the requirements stated in  
9.4 Annexure A will not be accepted by the University.  
9.5 Tenderers explicitly and unequivocally confirm that the pricing submitted encompasses all activities outlined within Annexure A: Scope of Work, and includes any associated costs, materials, and services required for the successful completion of the Contract. The Tenderer acknowledges and agrees that the pricing provided is comprehensive and accounts for all foreseeable expenses related to the specified activities. Any additional costs incurred due to incomplete or inaccurate pricing will be the sole responsibility of the Tenderer, and no claims for reimbursement will be entertained by the University.

### PART E: RETURNABLE SCHEDULES & DOCUMENTS

#### 10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.  
10.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.  
10.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or

- Excel compatible (where indicated).
- 10.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant, and valid.

## PART F: PRICING

### 11 PRICING INSTRUCTIONS

- 11.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents. NOTE: There are **multiple worksheets** in Annexure C the BOQ that is required for you to complete.
- 11.2 Tenderers must show their pricing information using the pricing template and worksheets contained in Annexure C: Pricing
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible and PDF formats.
- 11.4 Tenderers hereby acknowledge and agree that in the event of their failure to specify a fee or price for a particular item within their submission, said item(s) will be deemed to be encompassed within the overall fees and/or prices submitted by the Tenderer.
- 11.5 Tenderers must carefully consider the provisions as set out in sections 11.6 , 11.7, and 11.8 when providing provisions.

#### 11.6 Annual Escalation Adjustments:

##### 11.6.1 Corrective Maintenance costing

- 11.6.1.1 Refer to the Pricing worksheets labelled with 'Adhoc' Bill Nos 2, 2A, 2B, 2C and 2D.
- 11.6.1.2 The prices for the local goods and/or services specified in Annexure A: Scope of Work will remain unchanged for the first 12 (twelve) months of the Contract.
- 11.6.1.3 The mark-up on the goods/material is capped at the mark-up indicated in the submitted pricing schedule subject to agreement with the University. This is related to each of the years indicated in the BOQ. Indicated mark-ups cannot be increased for an annual period.
- 11.6.1.4 The annual escalation related to local services is capped at the rates you have submitted for the particular year.
- Note: each of the required local services has a tab for each year of the contract. The rates you insert in the respective year will be applicable for that year only.

##### 11.6.2 Preventative Maintenance plan costing

- 11.6.2.1 Refer to the Pricing worksheets labelled as Bills No 3. Weekly, No 4. Monthly, No 5. Quarterly, No 6. Annual.
- 11.6.2.2 The prices for the services will remain unchanged for the first 12 (twelve) months of the Contract. Thereafter, such amounts related to local services may be adjusted annually provided that the relevant supporting documentation is supplied in accordance with CPI + the negotiated percentage (if any) on the first and each subsequent annual anniversary of the effective date (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment).
- Note: CPI means the average annual rate of change (expressed as a percentage) in the Consumer Price Index for all metropolitan areas as published by Statistics South Africa (or such other index reflecting the official rate of inflation in the Republic of South Africa as may replace it), which annual change shall be determined by comparing the most recently published index with the average index published over the 12 (twelve) months preceding the anniversary of the start date of the awarded Contract, and applying the lower of the 2 (two) compared indices.

#### 11.7 Exchange Rate Fluctuations:

- 11.7.1 Tenderers agree that any escalation exchange rate fluctuations ("ROE") must be discussed and agreed with the University's duly representative in writing at the time of Contract award. The University reserves the right to refuse any exchange rate fluctuations ("ROE") fluctuations.

#### 11.8 Cost Savings:

- 11.8.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond



only price reductions. Alternative cost reduction methods must be included in a separate spreadsheet in Annexure C: Pricing.

## PART G: INSURANCE

### 12 INSURANCE REQUIREMENTS

- 12.1 A Tenderer must demonstrate that it has an adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements or provide their commitment to having adequate insurance in place at time of contract conclusion if awarded with no impact on submitted pricing.. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:
- 12.1.1 The successful tenderer assumes all risks associated with damage, loss, or delay of the goods upon successful delivery by the successful tenderers at the designated location/site(s). The successful tenderer must obtain comprehensive insurance from a reputable insurer, covering the entire invoice value of each delivery. The insurance coverage must provide comprehensive protection until the goods are delivered to the designated delivery points/site(s) and the University has confirmed in writing that the goods are fit for purpose, undamaged, and meet the University's requirements. The University will not be liable for any expenses associated with insurance coverage concerning the successful tenderer's insurance costs as outlined herein.
- 12.2 Tenderers agree that should it be awarded as a successful service provider that it shall always maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

## PART H: THE CONTRACT

### 13 THE CONTRACT

13.1 Tenderers must please take note of the following important contractual terms:

|                                      |   |
|--------------------------------------|---|
| Indicative Contract Dates:           | Start Date – End Date (TBC) Target from November 2025 |
| Indicative Contract Duration:        | 5 (Five) Years  |
| Classification and Type of Contract: | Memorandum of Agreement                               |

13.2 Any award made because of this Tender process will be governed by the regents of the Contract.

13.3 In the event that a Contract has been included in the Tender Documents (see Annexure D: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance:

13.3.1 Accept the deviations or exceptions; or

13.3.2 Negotiate the deviations or exceptions; or

13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.

13.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.

13.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.

13.6 The Tender awarded will be conditional and subject to successful negotiations and the signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.

13.7 Should a final contract negotiation with the preferred Tenderer not be concluded within 4 (four) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract that the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.